

CITY BUSINESS AND QUALITY OF LIFE COMMITTEE

CREATING AUTHORITY: Section 6-17 SFCC 1987; Adopted by Ordinance No. 2005-5, March 9, 2005; Amended by Ordinance No. 2008-16, March 26, 2008; Amended by Ordinance 2010-16 dated June 30, 2010.

MEMBERSHIP: The City business and quality of life advisory committee shall be composed of twelve (12) members residing in Santa Fe County and qualified by training, experience, and ability to exercise sound and practical judgment regarding those powers and duties of the committee. The members shall be appointed by the mayor with the advice and consent of a majority vote of all the members of the governing body. The members shall include two (2) members of the governing body; the chairman or one (1) other member of the economic development review committee established in subsection 11-11.6 SFCC 1987; and nine (9) other members representing a broad range of business interests, including small and large businesses, within the city including, but limited to: arts and culture industries; development, design, and construction; hospitality; technology; retail trade and services; and a broad range of community interest, from organizations such as neighborhood associations or related groups; preservation organizations; environmental organizations; open space organizations; recreational organizations and arts organizations. The members of the governing body shall serve as chairperson and vice chairperson as appointed by the mayor. A quorum shall be at least seven members. Members shall serve without compensation.

TERMS: Of the initial appointments, six (6) of the members shall be appointed for one (1) year terms and six (6) shall be appointed for two (2) year terms. Subsequent terms shall be for two (2) years to maintain staggering of terms. There shall be no limitation to the number of consecutive terms a member may serve. Failing to attend three (3) consecutive regular meetings or failing to attend thirty-three percent (33%) or more of the regular meetings in any year shall constitute an automatic tender of resignation by such member, which the governing body may accept or reject in its discretion. Vacancies, other than by expiration of terms, shall be filled for the unexpired term in the same manner as original appointments.

MEETING TIMES:

- A. Meetings. The committee shall meet at least once per month as needed and shall conduct all meetings in accordance with adopted city policy and procedures.
- B. Agendas. At least five (5) days prior to the meeting, staff shall post the tentative meeting agenda in city hall as well as on the city's website and shall e-mail the tentative agenda to any associations or individuals that have been listed with the economic development division. At least forty-eight (48) hours prior to the meeting, staff shall place the tentative agenda in the business section of a local daily newspaper.

- D. Minutes of the Meeting. The committee shall keep minutes of its proceedings, showing the vote of each member on each question, or indicating absence or failure to vote and shall keep records of its review and official actions, all of which shall be filed in the city clerk's office. For each proposed ordinance or resolution reviewed by the committee, the minutes shall be attached to the fiscal report prepared, as required by subsection 2-1.10 SFCC 1987.

STAFF: The economic development division shall administer the provisions of this section.

REVIEW: The governing body shall review the work of the committee one year after the appointment of the committee.

ECONOMIC DEVELOPMENT REVIEW SUBCOMMITTEE:

- A. The economic development review subcommittee shall review and make recommendations to the business and quality of life advisory committee on applications for the following:
- (1) Assistance for economic development projects; and
 - (2) Industrial revenue bonds (IRB's) as set forth in Resolution No. 1995-83 as may be amended.
- B. The economic development review subcommittee shall be composed of five (5) members residing in the county and qualified by training, experience, and ability to exercise sound and practical judgment. Two (2) members shall be members of the business and quality of life advisory committee and three (3) members shall be from the business community. The members shall be appointed by the mayor with the advice and consent of a majority vote of all the members of the city council. The mayor shall designate a chairperson and vice-chairperson from among the subcommittee members. All subcommittee members may be removed by the mayor with or without cause.
- C. Of the members appointed initially to the subcommittee, two (2) shall have one (1) year terms and all others shall have two (2) year terms. Each subsequent term of a member shall be for two (2) years to maintain the original staggering of terms of membership. There shall be no limitation of the number of consecutive terms a member may serve on the economic development review subcommittee.
- D. The subcommittee shall meet as needed and shall conduct all meetings in accordance with adopted city policy and procedures. At least five (5) days prior to the meeting, staff shall post the tentative meeting agenda in city hall

as well as on the city's website. The subcommittee shall keep minutes of its proceedings, showing the vote of each member on each question, or indicating absence or failure to vote and shall keep records of its review and official actions, all of which shall be filed in the city clerk's office.

STAFF LIAISON: Fabian Trujillo, Economic Development Division Director
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DUTIES AND RESPONSIBILITIES:

- A. At the discretion of the business and quality of life advisory committee, reviewing and making a recommendation to the governing body on proposed ordinances amending the city code, resolutions or other city regulations which may have a potential impact on businesses in the community. The committee shall conduct a public meeting regarding such proposed ordinances, resolutions or regulations as early as possible in their development. Items under consideration by the committee may be moved to another committee or to the governing body for appropriate consideration upon a majority vote of the governing body at any time.
- B. Providing timely information to businesses regarding those proposed ordinances, resolutions and regulations;
- C. Informing the governing body, in a timely manner, as to the potential impacts of proposed ordinances, resolutions or regulations on the business community;
- D. Initiating proposals, through an annual work plan, which would improve the business climate and the quality of life in the community as a whole including, but not limited to, modifications to city regulations and operations and staff responsibilities for the governing body's consideration;
- E. Advising the governing body on matters of importance to the business community and the community as a whole including, but not limited to, impacts on the business community and the community as a whole due to city regulations and operations and suggesting improvements for city services;
- F. Reviewing and making recommendations to the governing body on implementing the economic development plan and the annual budget for implementing the economic development plan. The committee, in coordination with public groups, shall appoint working groups or advisory subcommittees of the business and quality of life committee, as needed, to implement the economic development plan.
- G. Reviewing the recommendations of the economic development review subcommittee and making recommendations to the governing body regarding:
 - (1) Applications for assistance for economic development projects; and
 - (2) Reviewing and making recommendations to the governing body on applications for industrial revenue bonds (IRB's) as set forth in Resolution No. 1995-83 as may be amended.
- H. Adopting procedures, schedules and administrative policies for matters within the committee's powers and duties in order to provide information and assistance to city staff, the public and the governing body.